



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #1.105

Vehicle Fleet Planning, Assignment, and Management

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Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): 4-4197; 4-4198; 4-APPFS-3H-02; 4-APPFS-3H-03		Effective Date: September 15, 2015 Revision/Review 05/15/14 History: 08/23/13 08/20/12 07/18/11
		Summary of Revision/Review: Updates existing policy pursuant to annual review.
Cross Reference of Policy:		Supersedes Existing Policy :
Approved: R.O. Lampert Robert O. Lampert, Director		
9-3-15 Date		

REFERENCE

1. ATTACHMENTS

- A. WDOC Form #166, *Vehicle Log*
- B. WDOC Form #167, *Commuting Authorization Form*
- C. WDOC Form #168, *Commuting Termination Form*

2. OTHER

- A. *State of Wyoming Vehicle Use Policy*, Department of Administration & Information, General Services Division



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I. PURPOSE

- A. **Use and Security of Vehicles.** The purpose of this policy and procedure is to establish uniform guidelines to govern the use and security of state owned vehicles and to assure compliance with all applicable state statutes and fiscal rules. (ACA 4-4197)

II. POLICY

- A. **General Policy.** It is the policy of the Wyoming Department of Corrections (WDOC), under the direction and guidance of the State Motor Vehicle Management System, to manage a vehicle fleet consistent with the public safety mission of the agency. The WDOC will allocate vehicles based on an annual workload analysis. Vehicles will be maintained and operated consistent with the state law and fiscal rules governing state owned vehicles.
- B. **Vehicle Use.** All authorized users of State vehicles and all persons authorized to operate personal vehicles when necessary to conduct State business shall comply with the *State of Wyoming Vehicle Use Policies and Procedures*. These regulations are promulgated jointly by the Motor Vehicle Management System (MVMS) and the Risk Management Section of the Department of Administration and Information. Failure to adhere to these rules may be considered misconduct.

III. DEFINITIONS

- A. **De Minimis Commuting:** (*For this policy only.*) Commuting that is so minimal that tracking of such use would not be cost effective. For example, a state employee takes a state owned motor vehicle to his/her residence the evening prior to a business trip or the evening following an after business hours conclusion of a business trip. Taxable income will not be imputed on these occasions.
- B. **Other State-Owned Vehicles:** Any vehicle owned or leased by WDOC to carry out its functions and mission.
- C. **State Motor Pool:** A customer oriented “rental car” type operation run by the State of Wyoming and located in Cheyenne to improve overall utilization of fleet owned vehicles, as well as make available better maintained vehicles.



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- D. State-Owned Fleet Vehicle:** All motor vehicles owned by the State of Wyoming.
- E. Vehicle Accident:** *(For this policy only.)* Any unforeseen or unplanned event involving a state vehicle that may have caused damage to any vehicle or caused damage to property. Accident damage includes damage caused by a state vehicle, another vehicle, road hazard, wildlife, weather, and/or vandals.
- F. Vehicle Coordinator:** *(For this policy only.)* A liaison in an institution/division working with the fleet manager to fulfill responsibilities set forth by the State of Wyoming.
- G. WDOC Fleet Manager:** *(For this policy only.)* The Central Services Administrator or designee who oversees the entire operation of WDOC state fleet assigned vehicles involving the rotation, utilization, and maintenance of those vehicles.

IV. PROCEDURE

- A. Fleet Vehicles.** State-owned fleet vehicles are obtained by WDOC through the budget process and in accordance with procedures established by the Department of Administration and Information. Vehicles shall be assigned based on the WDOC mission and vehicle utilization levels.
1. Chief Executive Officers (CEOs) shall request changes to their vehicle allocation through the WDOC budget request process.
 2. CEOs shall devise local procedures for the assignment and dispatching of vehicles. The vehicle coordinator assigned by the CEO shall enter monthly mileages for all vehicles assigned to his/her area and obtain preventive maintenance reports after each monthly billing. The vehicle coordinator shall be responsible for scheduling maintenance and repairs. Also the coordinator shall be responsible for completing and submitting WDOC Form #166, *Vehicle Log*, to the WDOC Fleet Manager by the 5th day of each calendar month.
- B. Vehicle Use and Assignment.** Use of state-owned fleet vehicles shall be in accordance with this policy and all State of Wyoming policies and statutes governing the use of vehicles. Vehicles may be assigned to individuals, facilities, or offices. Only authorized drivers shall operate State vehicles and only authorized passengers shall ride in a State vehicle. Vehicle use and assignment generally falls into one of the following categories:



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1. WDOC Employees with Assigned Vehicles: employees who require an assigned vehicle due to frequent and extensive travel.
 2. WDOC Employees Utilizing the Motor Pool: employees who are not assigned a vehicle, travel infrequently or occasionally, check out a vehicle from the motor pool, when needed, and do not commute in a state vehicle.
 3. Facility/Office Vehicles: Vehicles that are assigned for a specific use in a facility or office. Examples include: inmate transport, vehicle maintenance, correctional industries operations, *etc.*
- C. **Requirements for Employees Assigned a Vehicle.** WDOC employees assigned a state vehicle shall:
1. Have a valid driver's license;
 2. Ensure registration and proof of insurance are current and kept in the vehicle;
 - i. Vehicles and drivers must be insured in conformance with state laws. (4-AAPFS-3H-03)
 3. Report lost or stolen vehicle credit cards immediately;
 4. Record an ending odometer reading for the current month and report to the assigned vehicle coordinator;
 5. Complete WDOC Form #167, *Commuting Authorization Form*; and
 - i. The value of any commuting shall be imputed to the employee's income for state and federal purposes, unless it qualified as non-taxable commute. Taxable commuting shall be imputed as income for taxable commuters at the current established Internal Revenue Service (IRS) rate.
 - ii. WDOC Form #168, *Commuting Termination Form* must be completed when a WDOC employee is no longer assigned to a position that is eligible for commuting.
 6. Notify his/her supervisor and appointing authority immediately if his/her driver's license has been suspended or revoked.



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- i. Any WDOC employee whose license has been suspended or revoked shall not drive a state vehicle until the license has been reinstated.

D. Driver Responsibility. Anyone driving on State business shall ensure they drive in a safe and appropriate manner.

1. Drivers shall comply with all laws and regulations relating to the operation of motor vehicles, including driving in accordance with the posted speed limits and the use of seat belts by occupants.
2. Drivers shall maintain a valid driver's license.
3. Drivers shall be physically and mentally capable of safely operating a vehicle.
4. Drivers shall manage their environment to minimize distractions that could impact their ability to safely and appropriately operate the vehicle.
5. Drivers shall report accidents, citations and arrests which occur while driving on State business.
6. Drivers shall successfully complete the State's current defensive driving program once every three (3) years.
7. Drivers shall prohibit smoking in all State vehicles.
8. Drivers shall not operate vehicles for State business while under the influence of drugs or alcohol.

E. Prohibited Activities

1. A WDOC employee's use of any state-owned vehicle between home and office is not allowed unless a valid commuting authorization form is in place.
 - i. De minimis commuting does not require commute authorization to attend a planned business trip.



2. State vehicles shall not be operated by any WDOC employee or contract workers who are under the influence of any alcoholic beverage or medication that may affect one's ability to operate a motor vehicle.
3. Family members and pets are not allowed to be passengers in a state vehicle.

F. Vehicle Maintenance and Repair. Each facility, department, WDOC Employee, and /or designated vehicle coordinator shall be responsible for proper vehicle maintenance and repair for all vehicles assigned. Agency vehicles are not used again until repairs are made. Failure to execute these repair and maintenance functions may lead to administrative disciplinary actions. (4-APPFS-3H-02)

1. In the event a state vehicle must remain overnight for repairs, preventative maintenance service, *etc.*, the driver must notify the appropriate supervisor no later than the next working day.
2. A WDOC employee assigned a state vehicle shall notify his/her supervisor when the state vehicle is not available.

G. Use of State Vehicles by Contract Workers. Only contract workers who have been specifically designated by a CEO, have followed the contractual agency's protocol, and have received approval from the agency shall be allowed to have access to, or the use of, state or WDOC owned equipment or vehicles. Managers, who approve the use of a WDOC or state vehicle by contract workers, must:

1. Secure a copy of the automobile liability insurance policy from the contract worker's employer, which covers that contract worker;
2. Verify that the applicable contract requires that the employer maintain such insurance;
3. Verify that the contract worker has cleared the WDOC background check as to his/her driving record;
4. Verify that the contract worker has a valid driver's license;
5. Ensure that the contract worker has been designated by a WDOC CEO; and



6. Ensure that the contract worker has been approved by the contracting agency.
- H. **Undercover Plates.** If the vehicle has undercover plates assigned, the state plates and current registration will remain in the vehicle at all times. The use of undercover plates is approved solely by the Director.
- I. **Accidents.** Vehicle accident involving a state vehicle shall be handled in accordance the established MVMS policy on Accident, Injury and Property Loss Reporting.
 1. If a driver is involved in an accident resulting in property damage while operating a vehicle for State business, he/she shall be required to take a refresher training of the State's current defensive driving program unless he/she has taken the defensive driving training within the past twelve (12) months, in which case, alternative corrective action may be determined.
- J. **Moving Violations and Traffic Tickets.** WDOC employees and/or contract workers shall notify their supervisor if they receive a moving violation or traffic ticket in a state vehicle. WDOC employees and/or contract workers are responsible for traffic and parking fines and will ensure these fines do not become delinquent.
- K. **Personal Vehicles.** When specifically authorized to do so, WDOC employees may use personal vehicles for official WDOC business, subject to the following restrictions: (ACA 4-4198)
 1. The WDOC employee must demonstrate that the vehicle is properly licensed and carries liability insurance at or above limits established by Wyoming state law. (ACA 4-4198)
 2. The appointing authority must approve the specific use of the vehicle in writing. Such approval, for repetitive use, shall detail the circumstances under which the WDOC employee is permitted to do so, and the general limits of the travel.
 3. When a state vehicle is not available, WDOC employees shall be reimbursed at the currently established IRS rate.
 4. Any WDOC employee involved in an accident with a personal vehicle, while on official business, shall not be eligible for indemnification by the State for any damages, subject to determinations regarding the lawfulness of his/her conduct.



5. The WDOC shall not be responsible for parking or moving violation tickets incurred in the course of official duties in either a state owned or personal vehicle.
 6. Inmates shall not be transported in personal vehicles.
- L. State Motor Pool Procedures.** Use of state motor pool vehicles shall be governed by MVMS policies and guidelines. MVMS policies and guidelines are available on the MVMS website.

V. TRAINING POINTS

- A. How are vehicles assigned?
- B. Must WDOC employees report traffic violations?